

UNCLASSIFIED

COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)



PUBLICATION 1 ANNEX B

INITIATIVE PROCESSING

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TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION	4
Purpose.....	4
Authority	4
Amendments	4
Effective Date	4
Initiative Definition.....	4
Time Taken to Approve an Initiative.....	5
Special Circumstances	5
Guest Mission Partner – Sponsorship	5
Timelines for Initiative Processing (CFBLNet body).....	6
CHAPTER 2 – INITIATIVE STAFFING PROCESS.....	7
General.....	7
Step 0 – Create Initiative Proposal.....	7
Step 1 – CLR or GLR Submits CFBLNet Initiative Information Pack (Spread Sheet or Web Based)	8
Step 2 – CFBLNet Secretariat Records and Disseminates CIIP.....	9
Step 3 – IWG Determines if CIIP Mature For Further Staffing	9
Step 4 – (If required) Subject Matter Expert Briefs Initiative Proposal	9
Step 5 – NWG Considers Initiative Details	10
Step 6 – SWG Considers Initiative Details	11
Step 7 – C-EG Considers Initiative Details	11
Step 8 – Secretariat Confirms Initiative Recommended For Execution	12
Step 9 – C-EG Approves Initiative Execution.....	12
Step 10 – Secretariat Schedules	13
Step 11 (Optional) – MSAB Provides Testing I-NAEC (required) and S-NAEC (if needed)	13
Step 12 – Provision Initiative for Testing	14
Step 13 – MSAB Provides Execution I-NAEC (required) and S-NAEC (if needed).....	14
Step 14 – Execute Initiative	14
Step 15 – Initiative Reports.....	15
Step 16 – CFBLNet Internal Review	15
Step 17 – Secretariat Archives CIIP	15
Step 18 – Secretariat Provides CIIP Recommendations/ Requirements to CLR/GLR.....	16
Step 19 – Secretariat Provides Initiative Non-Approval.....	16
Step 20 – Initiative Lead CLR or GLR Determines If Initiative Has Changed Significantly ..	16
Step 21 – Initiative Lead CLR or GLR Resubmits/Activates the CIIP	17
Step 22 – CLR or GLR Confirms Initiative Cancellation.....	17
Step 23 – Initiative Lead CLR or GLR Resubmits/Activates the CIIP	17
CHAPTER 3 – CFBLNET INITIATIVE INFORMATION PACK (CIIP).....	19
Introduction.....	19
General.....	19
Version Control.....	19
APPENDIX 1 – CFBLNET INITIATIVE STAFFING PROCESS.....	20

CHAPTER 1 – INTRODUCTION

Purpose

101. Annex B to the CFBLNet Pub 1 contains the management policies, processes and procedures, relating to the execution of Initiatives on the CFBLNet, which functions under the authority of the CFBLNet Technical Arrangement (Charter).

Authority

102. CFBLNet Pub 1, Annex B is issued and signed by the CFBLNet Executive Group (C-EG) on behalf of the CFBLNet Senior Steering Group (C-SSG). The provisions of this and all associated publications shall govern the conduct of all activities performed on the CFBLNet, subject to the respective laws and military regulations of the participants' nations/organisations.

103. The Initiative Working Group (IWG) is the technical body, comprised of Core CFBLNet Mission Partner (CMP) Lead Representatives (CLRs) from the CFBLNet core membership or their nominated representatives which supports the Initiative staffing process for the CFBLNet on behalf of the C-EG. The terms of reference, membership and responsibilities of the IWG are described within the CFBLNet ToR document (Annex A).

Amendments

104. CFBLNet Pub 1, Annex B may be amended when the IWG determines that there is an identified requirement. The IWG Chairman will propose the text of the amendment to the IWG members for endorsement. Once the IWG members have endorsed the amendment, it will be submitted for C-EG approval via the document management process as controlled by the Document Working Group (DWG). Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex B.

Effective Date

105. The current version of CFBLNet Pub 1, Annex B is effective upon the latest approval by the C-EG.

Initiative Definition

106. For the purposes of this document, a CFBLNet Initiative is defined as any network activity associated with Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) capability development across the spectrum of operations based on Doctrine, Organisation, Training, Material, Leadership, Personnel and Facilities (DOTMLPF) constructs. CFBLNet Mission Partners to include Guest CFBLNet Mission Partners (GMP) and CMPs must submit/activate a CFBLNet Initiative Information Package (CIIP) to gain approval to use the CFBLNet for any Initiative.

Time Taken to Approve an Initiative

107. A customer of the CFBLNet should expect from the submission/activation of the CIIP the following times to gain approval from the CFBLNet authorities:
- a. 45 working days for a non-complex Initiative where networking is straight forward, site accreditation is in place, together with the available provision of cryptos, key material, connectivity etc.
 - b. For more complex Initiatives where there are design iterations, multiple nations, perhaps cross boundary devices, lead times of up to 90 working days can be expected,
 - c. There may be occasions that long lead time items such as security accreditation, cryptos and sponsorship of GMPs may cause extensions beyond 90 working days.

Special Circumstances

108. There may be occasions (exception rather than the rule) whereby the CFBLNet is requested under special circumstances to accelerate its approval process to meet user imperatives such as:
- Schedule changes, failure to do so would be wasteful on user resources and delay milestones;
 - C-SSG directives;
 - Immediate Operational demands, failure may cause operational shortfalls;
 - To accommodate the support of immediate Operational needs that are initially vague, however, will be consolidated.
109. For these scenarios where rapid CFBLNet organisational action is needed to 'fast track' an Initiative the Initiative Lead CLR and/or GLR will seek C-EG approval in the first instance, copied to the Secretariat and community. Supporting justification for accelerating the process under this section is to be included in the CLR and/or GLR request.
110. Conformance to the Annex B Initiative approval process herewith shall follow, to inform and seek IWG, SWG, NWG and C-EG final approval. This may be simultaneous, lightweight and proactively tailored to meet pressing timeframes. However information will still be sought to address the questions that may unearth vetos (CIIP mandatory questions) and identify a need to prioritise the events schedule. This method will be tracked and controlled by the Secretariat. Some aspects for the realisation of security and technical networking may still protract Initiative approval depending on the complexity of the Initiative.

Guest Mission Partner – Sponsorship

111. The outline procedure for sponsoring a GMP is described at Annex F. Once Sponsorship is achieved GMPs may participate in an Initiative iaw with the approval process contained within this Annex and may nominate Site(s) in accordance with Annex E. GMP Sponsorship as a rule

should be started long before an Initiative submission, however, if time constraints dictate Sponsorship can run concurrent with an Initiative submission, noting that successful Sponsorship is a prerequisite for any Initiative or site approval.

Timelines for Initiative Processing (CFBLNet body)

112. All members of the CFBLNet organization that are actively involved with the Initiative approval process should action or approve each step within 10 working days of receiving the request from the Secretariat. The CIIP forms the heart of the process to be completed for Initiative approval.

CHAPTER 2 – INITIATIVE STAFFING PROCESS

General

201. The CFBLNet Initiative staffing process is the means by which an activity is supported for execution on the CFBLNet. It encompasses the entire life-cycle of an Initiative and has been developed with the intent of balancing the opposing requirements of ease-of-use against the required detail to meet staffing actions including certification and accreditation.

202. This Chapter provides the procedure for CMPs and GMPs to follow in order to gain approval to use the CFBLNet. A flow diagram of the CFBLNet Initiative staffing process that encompasses all steps is at Appendix 1.

203. The CIIP can take the form of a spread sheet or automated web based tool, advice should be sought from the Secretariat concerning the relevant CIIP approach to be adopted. The CIIP mechanism used from 2006 being a spread sheet format, during 2010 a transition will be made to an automated web based tool.

204. Descriptions of each of the steps making up the CFBLNet Initiative staffing process are detailed below.

NOTE: Steps 11 and 13 cover security accreditation for Site(s) and Initiative(s). These need to commence during the early stages of the process. Security accreditation formalities commence at Step 0 and run in parallel to achieve timely security endorsement.

Step 0 – Create Initiative Proposal

205. Input- A draft CIIP (Spread Sheet or Web Based). Prepared by the Initiative Lead CLR or Initiative Lead Guest CFBLNet Mission Partner Lead Representative (GLR).

206. Participants:

- a. Participants from a mix of any CFBLNet Mission Partnerships who will be conducting the Initiative;
- b. CFBLNet contacts (CLR, GLR, NWG, SWG) from the applicable mission partnership as required; and
- c. Secretariat.

207. Procedures- This step encompasses all preliminary staffing that will result in an initial CIIP. The Initiative Lead CLR or GLR will liaise with the Initiative Lead/technical authority to provide all details as required by the CIIP. It will include the following as deemed necessary by the Initiative Lead CLR or GLR:

- a. Notifying all CLRs and GLRs involved in the Initiative whose infrastructure is affected to seek their provisional agreement;
- b. Promotion of the Initiative within the wider CFBLNet community to garner support and additional participants;

- c. Preliminary design of the Initiative including intended use of the CFBLNet (bandwidth, network services, sites, test schedules);
- d. Confirmation of security related issues (information sharing agreements, security classification level, site and Initiative accreditations);
- e. The Initiative Lead CLR or GLR will ensure that the information contained in the CIIP is current and accurate by verifying content with all Initiative participant CLRs and GLRs, prior to release to the Secretariat;
- f. Provide timeline for all suspense actions to the Secretariat;
- g. Provide to the Secretariat Initiative dates for promulgation on the CFBLNet public calendar;
- h. For GMP participation approval must be obtained in accordance with the GMP sponsorship staffing procedure in Annex F. Once achieved this permits GMPs to submit CIIPs for any Initiatives they wish to lead or permits Initiative participation until Sponsorship expires;
- i. The draft CIIP at Step 0 is available as an informal copy to the Secretariat, NWG and SWG as a preview should there be any significant elements to take into consideration. At this stage the NWG take preliminary action to organise key material and address any related issues. This serves as notification to the C-EG that a GMP is involved; and
- j. Security accreditation formalities commence at Step 0 and run in parallel to achieve timely security endorsement. Underpinning Security Packages will need to be developed and approved prior to Multinational Security Accreditation Board (MSAB) Security Endorsement.

208. Output- The initial draft version of the CIIP for a given Initiative for submission to the Secretariat. Any special features, additional information and issues should be highlighted within the covering e-mail.

Step 1 – CLR or GLR Submits CFBLNet Initiative Information Pack (Spread Sheet or Web Based)

209. Input- The draft version of the CIIP for a given Initiative from step 0.

210. Participants:

- a. Initiative Lead CLR, GLR;
- b. CFBLNet Secretariat; and
- c. IWG Chairperson

211. Procedures- Initiative Lead CLR or GLR will submit to the CFBLNet Secretariat the draft version of the CIIP, ensuring that the information contained is current, accurate and complete. It is at this step that the Initiative is considered legitimate from a CFBLNet perspective. It is expected the CLRs or GLR should provide periodic updates of the Initiative status to the Secretariat and IWG at key points. The Secretariat will schedule the Initiative as tentative on the master CFBLNet calendar.

212. Output- CIIP version 0.Y

Step 2 – CFBLNet Secretariat Records and Disseminates CIIP

213. Input- CIIP version 0.Y from step 1 or CIIP version X.Y from step 23

214. Participants- CFBLNet Secretariat.

Procedures- Upon receipt of a draft submission from step 1 or a re-submission from step 23, CFBLNet Secretariat will create/modify as applicable the CIIP version in PDF format and post to the CFBLNet repository. The specific repository used will be dependant on classification and release caveat of CIIP. The current UNCLASSIFIED Repository is the CFBLNet Password protected website. The CLASSIFIED Repository will be determined during publishing. CFBLNet Secretariat will inform the IWG chairperson that a new/modified CIIP is being staffed for approval and will disseminate accordingly (web, email etc), in particular the IWG Chairperson is notified to conduct step 3. The version control method to be used within the CFBLNet community is discussed in further detail in chapter 3.

215. Output- CIIP version X+1.0 to IWG Chairperson.

Step 3 – IWG Determines if CIIP Mature For Further Staffing

216. Input- CIIP version X.Y.

217. Participants- CLRs, GLRs and IWG Chairperson.

218. Procedures- The IWG Chairperson advances the CIIP to the CLR and GLR community for consideration to determine if it is mature and accurate for further staffing within the CFBLNet Initiative Process. Considerations to include:

- a. Seek endorsement from the participating CLRs and GLRs (Note: For most Initiatives, only CLRs and GLRs whose infrastructure is directly affected must explicitly endorse for execution);
- b. Initiative is achievable within the intended timelines;
- c. Initiative is within the scope of the CFBLNet strategic plan; and
- d. Preliminary details sufficient for C-EG/NWG/SWG consideration.

219. Output- IWG endorsement in terms of maturity and formal agreements of CIIP vX.Y or CIIP vX.Y returned to the Secretariat for further staffing, including IWG determination on whether a subject matter brief is required to provide additional details.

220. In some cases for complex Initiatives the CIIP will be progressed with provisos made by CLRs and GLRs to be addressed by the NWG and/or SWG. The Secretariat will advise the IWG Chairperson of WG feedback, in turn the IWG chairperson will re-distribute the CIIP to the IWG to seek final endorsement.

Step 4 – (If required) Subject Matter Expert Briefs Initiative Proposal

221. Input- CIIP vX.Y and the free-form Initiative briefing

222. Participants:

- a. Initiative Lead;
- b. Subject Matter Experts;
- c. Initiative Lead CLR or GLR;
- d. Secretariat; and
- e. C-EG, NWG, SWG.

223. Procedures- When requested by the IWG, NWG, SWG, and/or C-EG, the Initiative Lead in consultation with their associated CLR or GLR will determine proper subject matter expert to conduct a briefing to the various CFBLNet WGs to address any issues pertaining to execution. Initiative Lead CLR or GLRs will determine and schedule, with the Secretariat (on behalf of the C-EG) and WG chairs the most effective means of briefing the Initiative details to the CFBLNet community for further consideration. The Secretariat will onward relay the CIIP to the WGs for endorsement and at this stage copy the C-EG. The means of briefing will be decided in consideration of the following:

- a. Complexity of Initiative;
- b. Initiative timelines in context of CFBLNet Initiative process;
- c. Briefing methods may include any combination of:
 - i. CMM presentation (plenary and working groups as required);
 - ii. E-mail containing a narrative and short PowerPoint presentation;
 - iii. Telecon (general or working group specific);
 - iv. Video-Teleconference (general or working group specific); and
 - v. Individual presentations.

224. Output- CIIP and SME brief to the NWG, SWG and C-EG.

Step 5 – NWG Considers Initiative Details

225. Input- CIIP vX.Y and the free-form Initiative briefing

226. Participants:

- a. NWG;
- b. Secretariat;
- c. Initiative Lead CLR or GLR; and
- d. Initiative Lead.

227. Procedures- NWG considers the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing. NWG seeks further clarification as required from those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, GLR, NWG/SWG rep). This may include an updated CIIP or a brief from a subject matter expert. NWG provides additional information to CIIP as required in order for Initiative to execute (IP addressing, VoIP phone numbers, cryptographic details). NWG chair completes CIIP comments matrix to include as required:

- a. NWG recommendation for Initiative to execute as described in CIIP; or
- b. Rejection or non-endorsement is recorded in the CIIP and the Secretariat is briefed to onward inform the C-EG and Lead CLR or GLR (step 19); or
- c. NWG comments (type may be critical / substantive / minor) or observations;

- d. Network engineering requirements (if any) that must be fulfilled in order for Initiative to execute; and
- e. Feedback (within the CIIP - WG comments box) via the Secretariat to the IWG Chairperson on any provisos made by CLRs and GLRs during Step 3, this will determine whether or not CLRs and GLRs are content to endorse.

228. Output- Endorsed or rejected CIIP with NWG Comments Matrix to Secretariat and Initiative Lead CLR

Step 6 – SWG Considers Initiative Details

229. Input- CIIP vX.Y and the Initiative briefing

230. Participants:

- a. SWG;
- b. Secretariat;
- c. Initiative Lead CLR or GLR; and
- d. Initiative Lead.

231. Procedures- SWG considers the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing. SWG seeks further clarification as required from those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, GLR, NWG/SWG rep). This may include an updated CIIP or a brief from a subject matter expert. SWG provides additional information to CIIP as required in order for Initiative to execute. SWG chair completes CIIP comments matrix to include as required:

- a. SWG recommendation for Initiative to execute as described in CIIP; or
- b. Security requirements that must be fulfilled in order for the Initiative to execute; and
- c. Rejection or non-endorsement is recorded in the CIIP and the Secretariat is briefed to onward inform the C-EG and Lead CLR or GLR (step 19); and
- d. NWG comments (type may be critical / substantive / minor) or observations; and
- e. Feedback (within the CIIP - WG comments box) via the Secretariat to the IWG Chairperson on any provisos made by CLRs and GLRs during Step 3, this will determine whether or not CLRs and GLRs are content to endorse.

232. Output- Endorsed or rejected CIIP with SWG Comments Matrix to Secretariat and Initiative Lead CLR.

Step 7 – C-EG Considers Initiative Details

233. Input- CIIP vX.Y and the free-form Initiative briefing

234. Participants:

- a. C-EG;
- b. Secretariat;
- c. Initiative Lead CLR or GLR; and

d. Initiative Lead.

235. Procedures- C-EG is given visibility of the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing in parallel with the WGs. C-EG seeks further clarification as required from those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, GLR, NWG/SWG rep). This may include an updated CIIP or a brief from a subject matter expert. The Secretariat, on behalf of the C-EG, completes the CIIP comments matrix to include as required:

- a. C-EG clarifications or any veto considerations;
- b. Should an Initiative embrace GMP(s), successful Sponsorship should be in place and any related GMP site nominations should be approved prior to C-EG approval.

236. Output- C-EG CIIP Comments Matrix to Secretariat and Initiative Lead CLR

Step 8 – Secretariat Confirms Initiative Recommended For Execution

237. Input- CIIP vX.Y and the CIIP Comment Matrices from C-EG, NWG and SWG.

238. Participants- Secretariat.

239. Procedures- Secretariat consolidates all comment matrices from C-EG, NWG and SWG. CIIP comment matrix is reviewed to confirm recommendation for execution by all groups. If complete recommendation is received by all groups then current CIIP is forwarded to C-EG for approval. If the CIIP is not recommended by one or more groups, then the consolidated CIIP comment matrix is made available to Initiative Lead CLR or GLR for further staffing (step 18 applies).

240. Output- CIIP vX.Y (including comment matrix) to C-EG for endorsement.

Step 9 – C-EG Approves Initiative Execution

241. Input- CIIP vX.Y

242. Participants- C-EG.

243. Procedures- C-EG reviews the CIIP, including the complete comments matrix. If approved, C-EG, through Secretariat, issues approval including any restrictions or caveats. If not approved, C-EG, through Secretariat, issues to Initiative Lead CLR reasons for non-approval for Initiative execution (step 19 applies). If the Initiative embraces GMP(s) it is mandatory that GMP Sponsorship is achieved and that any GMP sites are approved before C-EG Initiative endorsement.

244. Output- CIIP vX.Y (with approval/non-approval).

Step 9a – Underpinning Security Packages

245. Input – Underpinning security accreditation documentation to achieve MSAB Endorsement

246. Participants:

- a. CMP and GMP Security Authorities;
- b. Initiative Leads and CLRs/GLRs;
- c. MSAB Representatives; and
- d. Secretariat.

247. Procedure – Site National Accreditation Endorsement Certificate (S-NAECs) and Initiative National Accreditation Endorsement Certificate (I-NAECs) are mandated to enable the testing and execution of an Initiative, these will need underpinning proof of security in the form of accreditation packages in place and approved before S-NAECs and I-NAECs can be awarded. If S-NAECs and I-NAECs are not available the Secretariat will inform the CLR or GLR for further staffing (step 18), if they are available the Initiative can proceed.

248. Output – Proof of Security Accreditation in the form of Security Packages to enable the MSAB Representatives to issue S-NAECs and I-NAECs.

Step 10 – Secretariat Schedules

249. Input- CIIP vX.Y

250. Participants- CFBLNet Secretariat

251. Procedures- Based on approval by the C-EG, the Secretariat will firmly schedule the Initiative on the CFBLNet master calendar. The Secretariat will inform the IWG that Initiative has received approval to execute on CFBLNet via e-mail.

252. Output- CFBLNet master calendar modified.

Step 11 (Optional) – MSAB Provides Testing I-NAEC (required) and S-NAEC (if needed)

253. Input- CIIP vX.Y

254. Participants:

- a. Initiative participants;
- b. National Accreditation Authorities; and
- c. MSAB Representative.

255. Procedures- This step is optional and is only executed if requested and required for testing purposes. Initiative participants, in conjunction with associated CLRs, will obtain an I-NAEC for testing from their National MSAB Representative. In case of a new site accreditation, a Site National Accreditation Endorsement Certificate (S-NAEC) will also have to be obtained. Site and Initiative accreditation certificates must be in place before any engineering/testing activity takes place. Testing includes the connection and use of all network devices and services provided no classified data is used or transmitted (with the exception of IP addresses). Testing between participants may occur at any time providing bilateral NAECs have been received for the participants involved in the tests. GMPs will require I-NAECs and S-NAECs as agreed and managed by their Sponsoring CMP (Refer to Annex C for further guidance).

256. Output- Testing I-NAECs, S-NAECs (if required for new site accreditation).

Step 12 – Provision Initiative for Testing

257. Input- CIIP vX.Y and Testing I-NAECs

258. Participants:

- a. Initiative Lead and participants; and
- b. Required CFBLNet community involvement.

259. Procedures- the CFBLNet community, in conjunction with Initiative participants, provisions the CFBLNet environment to prepare for execution. Testing between the CFBLNet Mission Partners involved may occur during this period providing appropriate S- and I-NAECs (testing or execution) have been issued for all participants involved with a particular set of tests.

260. Output- CFBLNet environment complete and ready for execution of the Initiative.

Step 13 – MSAB Provides Execution I-NAEC (required) and S-NAEC (if needed)

261. Input- CIIP vX.Y

262. Participants:

- a. Initiative participants;
- b. National Accreditation Authorities; and
- c. MSAB Representative.

263. Procedures- This step is mandatory in order to use and transmit any information over the CFBLNet. Initiative participants, in conjunction with associated CLRs, obtain NAECs from their National MSAB Representative for execution purposes. GMPs will require I-NAECs and S-NAECs as managed and agreed by their Sponsoring CMP (Annex C and the MSAB Terms of Reference can provide further guidance).

264. Procedures for GMPs can be found in the MSAB Terms of Reference.

265. Output- Execution enabling I-NAECs and S-NAECs.

Step 14 – Execute Initiative

266. Input- CIIP vX.Y, Initiative Execution I-NAECs and Site S-NAECs.

267. Participants:

- a. Initiative Lead and participants; and
- b. Required CFBLNet community involvement.

268. Procedures- CFBLNet community, in conjunction with Initiative participants, supports the Initiative execution with a CFBLNet environment as specified in the current CIIP.

269. Output- Results of the Initiative execution.

Step 15 – Initiative Reports

270. Input- CIIP vX.Y and the results of the Initiative execution.

271. Participants:

- a. Initiative Lead CLR or GLR; and
- b. Initiative Lead and participants.

272. Procedures- Completion of the questionnaire in the CIIP is submitted to the Secretariat within 20 days of Initiative completion, preferably during the ‘Hot Wash’. It is compiled by the Initiative Lead and staffed through the Initiative Lead CLR or GLR to the Secretariat. It incorporates feedback on use of the CFBLNet, its performance in terms of infrastructure, network, organization and management, services, applications and security.

273. Output- Initiative Feedback (completed questionnaire).

Step 16 – CFBLNet Internal Review

274. Input- CIIP vX.Y including the Initiative feedback

275. Participants:

- a. C-EG;
- b. Secretariat;
- c. WG Chairs;
- d. Lead CLR/GLR; and
- e. Associated CLRs and GLRs where seen appropriate.

276. Procedures- CFBLNet Secretariat issues current version of the CIIP (which now includes the feedback report) to each WG Chair and lead CLR or GLR so that a comprehensive review can be initiated within the CFBLNet community to improve processes. Specific items to be addressed are the network and process performance in supporting the overall execution of the Initiative. Initiative Lead CLR or GLR will provide an Initiative closeout briefing to a format as supplied by the Secretariat, incorporating specific issues encountered during the Initiative process to the next available CMM plenary forum.

277. Role of the Secretariat. Review the feedback and develop recommended tasks to resolve identified shortcomings for submission to the C-EG. The C-EG will task the relevant working group to address these issues.

278. Output- CIIP final report to include recommended actions for improvements and closeout brief. The C-EG identifies and tasks the relevant working group(s).

Step 17 – Secretariat Archives CIIP

279. Input- Complete CIIP vX.Y.

280. Participants- Secretariat.

281. Procedures- The Secretariat receives final version of the CIIP and archives it in the appropriate repository.

282. Output- CIIP archived appropriately.

Step 18 – Secretariat Provides CIIP Recommendations/ Requirements to CLR/GLR

283. Input- CIIP vX.Y (with comment matrices from WGs).

284. Participants- Secretariat.

285. Procedures- When complete endorsement by the , NWG and SWG is not received for the CIIP to proceed as is, the CFBLNet Secretariat will forward to the Initiative Lead CLR or GLR the most recent version of the CIIP. CIIP comment matrix to include:

- a. Recommendations that should be implemented but are not necessary for execution; and
- b. Requirements that must be implemented in order to execute.

286. Output- CIIP vX.Y (with complete comment matrix).

Step 19 – Secretariat Provides Initiative Non-Approval

287. Input- CIIP vX.Y and C-EG non-approval for Initiative to execute.

288. Participants- C-EG, Secretariat and Initiative Lead CLR or GLR.

289. Procedures- If the C-EG determines that an Initiative should not be approved for execution on the CFBLNet a formal correspondence will be forwarded to the Initiative Lead CLR or GLR by the Secretariat. The correspondence will state the reasons for non-approval and any remedial action that could be taken to obtain approval.

290. Output- Initiative non-approval correspondence.

Step 20 – Initiative Lead CLR or GLR Determines If Initiative Has Changed Significantly

291. Input- CIIP vX.Y and any significant changes or modifications to the Initiative design.

292. Participants:

- a. Initiative Lead and participants; and
- b. Initiative Lead CLR or GLR and Secretariat.

293. Procedures- Throughout the Initiative lifecycle, the Initiative Lead CLR or GLR is responsible for keeping the CFBLNet informed of relevant changes to the Initiative activities. Where in the Initiative Lead CLR or GLR's opinion there are significant proposed changes in the Initiative design, a resubmission to the Secretariat is required. Network issues that may require resubmission could include changes in bandwidth requirements or overall topology (physical or cryptographic). Particular emphasis is to be placed on security issues such as change in security classification or release caveat;

- a. Change in participants, sites; and
- b. Change in intra-enclave connections.

294. Output- Decision to continue with Initiative process or halt the execution pending resubmission of the CIIP for approval to execute given the significant changes.

Step 21 – Initiative Lead CLR or GLR Resubmits/Activates the CIIP

295. Input- CIIP vX.Y or any of the following:

- a. Return of CIIP from IWG, WGs, Secretariat or C-EG; and
- b. Negative Initiative continuation decision from step 20.

296. Participants:

- a. Initiative Lead and participants; and
- b. Initiative Lead CLR or GLR.

297. Procedures- In all cases where the Initiative process has been halted, the Initiative Lead CLR (in conjunction with the Initiative Lead and Secretariat) will determine if resubmission of the CIIP is required. Issues that halted the Initiative process must be rectified or specifically addressed when making the decision to resubmit.

298. Output- CIIP resubmission decision.

Step 22 – CLR or GLR Confirms Initiative Cancellation

299. Input- CIIP vX.Y and a negative CIIP resubmission decision from step 21.

300. Participants- Initiative Lead CLR or GLR and Secretariat.

301. Procedures- The Initiative Lead CLR or GLR will provide formal correspondence to the Secretariat and associated CLRs/GLRs regarding the cancellation of a given Initiative. The Initiative Lead will ensure that all participants are aware of the decision.

302. Output- CIIP re-submission correspondence or cancellation.

Step 23 – Initiative Lead CLR or GLR Resubmits/Activates the CIIP

303. Input- CIIP vX.Y and a positive CIIP re-submission decision from step 21.

304. Participants:

- a. Initiative Lead and participants;
- b. Initiative Lead CLR or GLR;
- c. Secretariat; and
- d. IWG.

305. Procedures- The Initiative Lead CLR or GLR, in conjunction with the Initiative Lead, will re-staff the details of the CIIP, taking into account the changes that resulted in the halt to the Initiative process. Participant CFBLNet Contacts (CLRs, GLRs, NWG and SWG rep) as required will be consulted at this time. The CIIP will be re-submitted at step 2 of the process. Version changes will be documented in accordance with chapter 3.

306. Output- CIIP vX.Y+1 resubmission.

CHAPTER 3 – CFBLNet Initiative Information Pack (CIIP)

Introduction

301. This chapter addresses the requirements, format and staffing of the CIIP and is intended to provide a basic understanding of the contents and their relationship to the various mechanisms and processes of the CFBLNet and the community that supports it as a whole.

General

302. The Initiative Lead CLR or GLR, in conjunction with the Initiative Lead, is responsible for the creation and maintenance of the CIIP throughout its lifecycle. The current method for creating and maintaining the CIIP will be through the use of a spread sheet workbook with the individual worksheets (tabs) representing specific information requirements. From 2010 a web based tool will be introduced that replicates the CIIP contents. The most current version of the CIIP template will be maintained and provided by the CFBLNet Secretariat.

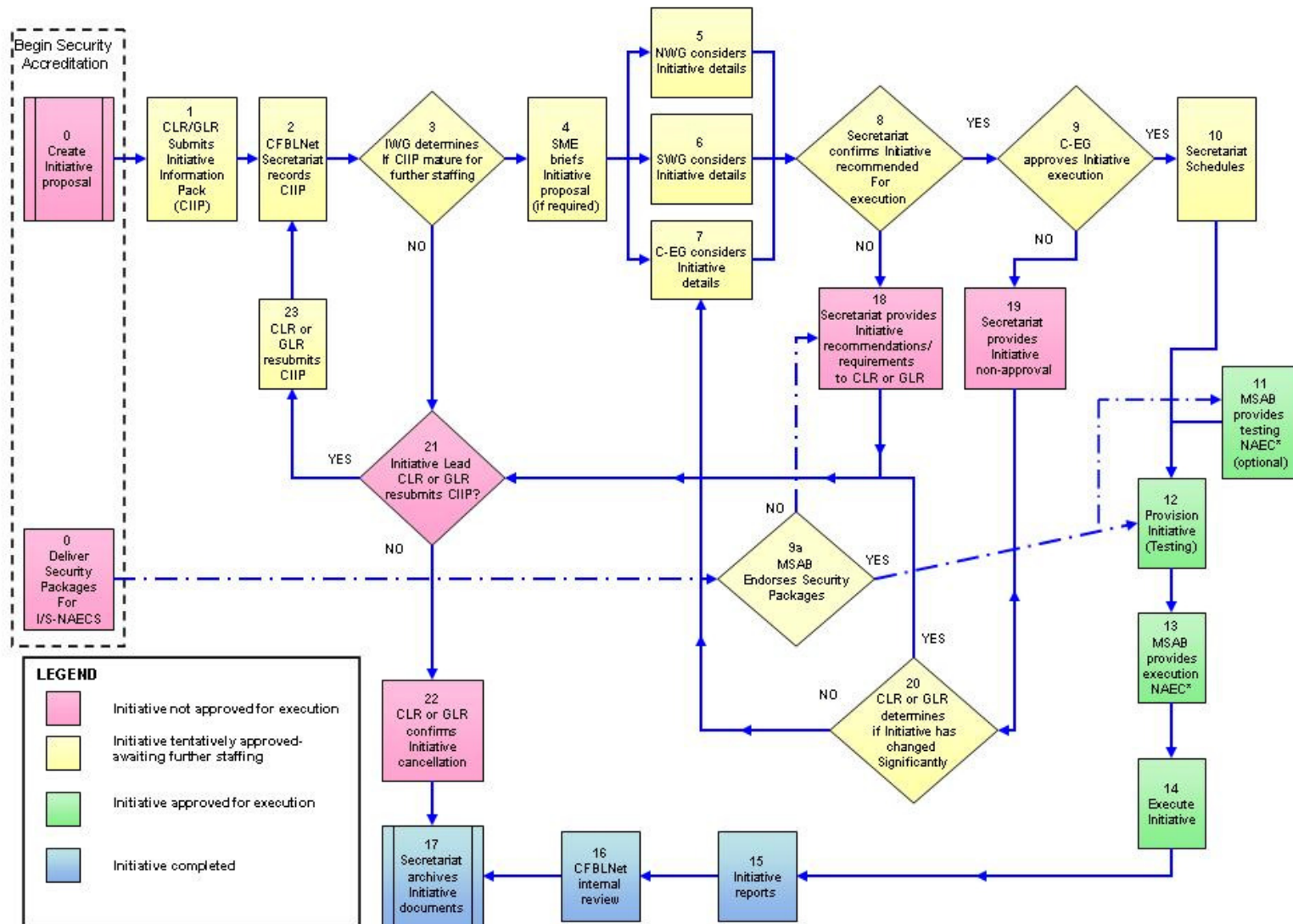
303. The spread sheet format is to be superseded by an automated web based tool to engender ease of operations. The information required and the approval process for the CIIP remains the same.

Version Control

304. The version control method used for the CIIP will be in accordance with the following:

- a. The CFBLNet Secretariat will issue and maintain an Initiative tracking number upon the initial submission in step 2; and
- b. The version control number format used for the CIIP will be XX.YY. Where XX is the major version number (updated by the Secretariat) and will increment always during step 2. YY is the minor version number and will increment at the discretion of the Initiative Lead CLR responsible for the CIIP.

APPENDIX 1 – CFBLNet Initiative Staffing Process



1. *Steps 11 and 13 are required to be started in parallel with Step 0 and are milestones to achieve accreditation
 2. CLR or GLRs can resubmit a CIIP, should changes dictate throughout the Initiative lifecycle